

ECONOMIC SURVEYS

ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES 2014

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PREFACE

The report provides information on the Administrative and Support Services industry in 2014. The information was gathered from establishments engaged in the Administrative and Support Services business. These activities include a variety of activities that support general business operations only, however, it excludes information on Administrative and Support Services activities in the informal sector.

The important numbers presented are the macro-economic aggregates such as Gross Output, Intermediate Consumption, Value Added, Compensation of Employees, Consumption of Fixed Capital, Operating Surplus and Gross Capital Fixed Formation. These aggregates are combined with similar information on other industries to provide an estimate of GDP, which is a measure of our economy's size. Information made available in this report will allow us to work out the industry's contribution to the economy. Information contained in this report constitutes inputs to a national accounts system which basically provides a quantitative image of the whole economy.

Information on the Administrative and Support Services industry would be useful to a good number of users, for instance the;

- 1) Economist who needs to analyze the supply and demand for such services.
- 2) Planner who uses the data to forecast the economy's performance.
- 3) Investor who wishes to have a closer look at opportunities available in the Administrative and Support Services economy.

The cooperation of those businesses who supplied the information presented in this report is hereby acknowledged. The Bureau of Statistics will continue to seek their support as we need to continually provide reliable statistics for evidence based planning. I also would like to thank the staffs who were engaged in the conduct of the survey and the preparation of this report.



Epeli Waqavonovono [Mr]
Government Statistician

NOTES

1 The interpretation of the symbols used in this report is as follows:

0 Nil return or a figure less than half the given value

2 Total values are subject to rounding errors.

3 Key to Abbreviations:

BR Business Register

CFC Consumption of Fixed Capital

COE Compensation of Employees

FBoS Fiji Bureau of Statistics

FRCA Fiji Revenue and Customs Authority

FSIC Fiji Standard Industrial Classification

GDP Gross Domestic Product

GFCF Gross Fixed Capital Formation

GO Gross Output

IC Intermediate Consumption

OS Operating Surplus

SAS Statistical Analysis System

VA Value Added

4 VA in the report refers to Gross Value Added

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1 INTRODUCTION

1.1 History of Survey taking

A brief description of previous studies done on Administrative and support service activities is given below in chronological order.

1970: Census of Distribution and Services

This was Fiji's first ever Census of Distribution and Services to be conducted and was inclusive of the *Administrative and support service activities*. The purpose of conducting this survey was to obtain information on the wholesale, retail and the services activities taking place in Fiji, for which there was hitherto very little official information available to the public.

1984: Census of Distributive Trade and Services

Administrative and support service activities were covered under the scope of this survey.

2002: Census of Real Estate and Business Services

Administrative and support service activities were covered under the scope of this survey that was conducted by the FBoS because of the need by its National Accounts Business Unit to re-base the constant price Gross Domestic Product to 2002.

Since 2002 the survey has been done annually. However from 2008, data on the Real estate activities are being published in the report titled "Real Estate Activities". Business service information is being split into two reports, namely "Professional, Scientific and Technical Activities" and "Administrative and Support Service Activities".

This report contains the results of the establishment survey carried out for Administrative and support service activities for 2014 (refer 2.2 on Coverage and Scope).

1.2 Need for statistics relating to Administrative and Support Service Activities

Administrative and support service activities account for a substantial proportion of the total economic activity, whether in terms of the sector to the GDP or in terms of its share of total employment and gross fixed capital formation. Statistics on the Administrative and support service activities industry are therefore needed for the preparation of national accounts so that a meaningful study of the whole economy can be made. The data can also be used to construct the input-output table that shows the inter-connection of the Administrative and support service activities industry with other industries. Policy makers too require the data for formulating sound economic and social policies that augment capital formation. In addition, the establishments engaged in the Administrative and support service activities industries find the data helpful.

METHODOLOGY

2.1 Legal Basis

The Census was conducted under the provisions of the Statistics Act (Cap 71). This Act stipulates the completion of the questionnaire, as well as protects the confidentiality of the information submitted by the establishments.

2.2 Coverage and Scope

The 2014 survey covered all establishments operating in the Administrative and support service activities industry defined by the Fiji Standard Industrial Classification (FSIC) 2010 Section N. It is nevertheless possible that some small units not employing regular paid workers may have been omitted due to difficulties in identifying them, but the nature of such units do not affect the overall results in any significant way.

The businesses in the Administrative and support service activities include specialized administrative and support service activities. These activities require a high degree of training, and make specialized knowledge and skills available to users (refer Appendix II on Industrial Classification Used).

Activities undertaken by Central Government (if any) fell outside the scope of this survey since they fall under the scope of General Governments Accounts.

2.3 Statistical Unit.

The unit of reporting was the establishment (refer Appendix I on Concepts and Definitions). In cases where firms operated more than one type of business, efforts were made to obtain accounts for each activity. Where this was not feasible, the firm was classified according to the type of activity that brought in the most revenue.

2.4 The Frame

The frame utilised to survey the establishments engaged in Administrative and support service activities in 2014 was the list of establishments maintained by the FBoS. This list is known as the Business Register (BR), which is kept updated on the basis of information supplied to the FBoS by the Fiji Revenue and Customs Authority (FRCA), Fiji National Provident Fund, Registrar of Companies and the City and Town Councils. In 2014, there were 487 establishments recorded compared to 505 establishments surveyed in 2013.

2.5 Questionnaire Design

The questionnaire was specifically designed for Administrative and support services industry and sought information on the particulars of the establishment e.g. type of organisation, income, expenditure, stocks, assets and employment (refer Sample Questionnaire attached as Appendix IV)

2.6 Data Collection and Survey Procedures

The questionnaires were posted on 30th June, 2015 and replies were required within a month. Response by the due date was low as [20%]; therefore personal visits to obtain the questionnaires

were made to those establishments that did not respond and to those establishments that required assistance in filling out the questionnaires.

Once the questionnaires were received in the office, scrutiny and editing of data contained in them followed. Errors and omissions if found, called for more correspondence, telephone calls or personal visits in an attempt to obtain complete and correctly filled up returns, which were then placed in files sorted by activity and passed on for data entry.

On completion of data entry, tables were run, data edited and analysed and reports written.

2.7 Data Processing

Data was processed by FBoS' Information Technology Business Unit using Statistical Analysis System (SAS) software.

2.8 Reference Period

The establishments contacted were to submit details for the calendar year 2014. Where the accounting year differed from the calendar year, establishments were asked to provide information for the accounting year that covered the major part of the calendar year 2014.

2.9 Response Rate

The survey had a response rate of 77 per cent.

Establishments which operated during the whole or part of the survey reference period but became untraceable during the survey enumeration period due to closure or removal, were taken as non-respondents. To account for the operations of the non-responding establishments, data were rated-up.

2.10 Rate-up Factors

Data of non-responding establishments were calculated using rate-up factors. The rate-up factors were derived by first sorting out establishments into types or business (refer table 3.2) and then grouping these establishments into 6 "number of persons engaged" size groups of 1-4; 5-9; 10-19; 20- 49; 50-99 and 100+. Using number of persons engaged in each of this group, simple arithmetic means of Value Added [VA] were obtained. These arithmetic means were then multiplied by number of persons engaged in each of the non-responding group to estimate their data. The estimated figures for the non-responding units were then added to the figures of the responding units to arrive at the estimated data of the entire administrative and support service activities industry.

The Gross Fixed Capital Formation too has been estimated for non-response. Generally capital formations in small establishments, like the ones who have not responded in our inquiry, are low.

Empirically,

Let n_{ij} be the number of employees in group i of the j establishment of those surveyed and let g_{ij} be its corresponding parameter; $i = 1$ to 6 ; $j = 1$ to s , where s is all surveyed. Then estimate,

$$\hat{G}_{(i)} = \frac{\sum_{i=1}^6 \sum_{j=1}^k g_{ij}}{\sum_{i=1}^6 \sum_{j=1}^k n_{ij}} \left[\sum_{i=1}^6 \sum_{j=1}^k n_{ij} + \sum_{i=1}^6 \sum_{j=k+1}^s n_{ij} \right]$$

where k = number responded

l = number not responded (which is $s-k$)

3. **RESULTS**

All data contained in this report are in Fiji Dollars and in current prices.

All tables in this report contain data inclusive of estimates for non-response; exceptions are tables 1B to 5B and 8 to 11 that contain as per survey data

Results of some sub-classes have been grouped together in order to protect the confidentiality of the information, as stipulated in the Statistics Act 1961 (Cap 71).

3.1 The Survey Response

Table 1A: The Survey Response

FSIC 2010		SURVEY FRAME	RETURNS RECEIVED	RESPONSE RATE %
SUB- CLASS	ACTIVITY			
RENTAL AND LEASING ACTIVITIES		255	192	75
77101	Renting and leasing of motor vehicles	138	102	74
77211	Renting and leasing of recreational and sports goods			
77221	Renting of video tapes and disks	38	28	74
77301	Renting and leasing of other machinery, equipment and tangible goods	79	62	78
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		91	72	79
78101	Activities of employment placement agencies			
79111	Travel agency activities	40	30	75
79121	Tour operator activities	51	42	82
SECURITY AND INVESTIGATION ACTIVITIES		48	38	79
80101	Private security activities	31	26	84
80201	Security systems service activities	17	12	71
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		37	29	78
81201	Cleaning activities	37	29	78
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		56	43	77
82101	Office administrative and support activities			
82201	Activities of call centers	48	37	77
82901	Business support service activities n.e.c	8	6	75
GRAND TOTAL		487	374	77

Table 1B: Responding Establishment Contribution

INDUSTRY	TOTAL GO OF INDUSTRY	GO OF RESPONDING ESTABLISHMENT (as per survey)	% CONTRIBUTION OF RESPONDING ESTABLISHMENT TO TOTAL GO
Administrative and Support Services Activities	422,968,813	338,102,834	80

3.2 Legal Status of Establishments

Table 2: Legal Status of Establishments

FSIC 2010		Individual Ownership	Partnership	Co-operatives	Private Limited Company	Public Limited Company	Statutory Enterprises	Non-profit Organisation	Total
SUB- CLASS	ACTIVITY								
RENTAL AND LEASING ACTIVITIES		117	9	0	66	0	0	0	192
77101	Renting and leasing of motor vehicles	65	4	0	33	0	0	0	102
77211	Renting and leasing of recreational and sports goods								
77221	Renting of video tapes and disks	19	1	0	8	0	0	0	28
77301	Renting and leasing of other machinery, equipment and tangible goods	33	4	0	25	0	0	0	62
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		30	1	0	41	0	0	0	72
78101	Activities of employment placement agencies								
79111	Travel agency activities	13	1	0	16	0	0	0	30
79121	Tour operator activities	17	0	0	25	0	0	0	42
SECURITY AND INVESTIGATION ACTIVITIES		5	2	0	31	0	0	0	38
80101	Private security activities	2	1	0	23	0	0	0	26
80201	Security systems service activities	3	1	0	8	0	0	0	12
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		13	1	0	15	0	0	0	29
81201	Cleaning activities	13	1	0	15	0	0	0	29
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		23	4	0	16	0	0	0	43
82101	Office administrative and support activities								
82201	Activities of call centers	20	4	0	13	0	0	0	37
82901	Business support service activities n.e.c	3	0	0	3	0	0	0	6
GRAND TOTAL		188	17	0	169	0	0	0	374

3.3 Ownership of Establishments

Table 3: Ownership of Establishments

FSIC 2010		FIJI OWNED	BRANCH OF AN OVERSEAS COMPANY	SUBSIDIARY OF AN OVERSEAS COMPANY	TOTAL
SUB-CLASS	ACTIVITY				
RENTAL AND LEASING ACTIVITIES		192	0	0	192
77101	Renting and leasing of motor vehicles	102	0	0	102
77211	Renting and leasing of recreational and sports goods				
77221	Renting of video tapes and disks	28	0	0	28
77301	Renting and leasing of other machinery, equipment and tangible goods	62	0	0	62
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		72	0	0	72
78101	Activities of employment placement agencies				
79111	Travel agency activities	30	0	0	30
79121	Tour operator activities	42	0	0	42
SECURITY AND INVESTIGATION ACTIVITIES		32	0	6	38
80101	Private security activities	22	0	4	26
80201	Security systems service activities	10	0	2	12
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		29	0	0	29
81201	Cleaning activities	29	0	0	29
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		43	0	1	43
82101	Office administrative and support activities				
82201	Activities of call centers	36	0	1	37
82901	Business support service activities n.e.c	6	0	0	6
GRAND TOTAL		367	0	7	374

3.4 Size of Establishments

Table 4: Size of Establishments

FSIC 2010		NUMBER OF PERSONS ENGAGED						
SUB-CLASS	ACTIVITY	1-4	5-9	10-19	20-49	50-99	100+	TOTAL
		RENTAL AND LEASING ACTIVITIES		121	27	40	2	2
77101	Renting and leasing of motor vehicles	49	15	38	0	0	0	102
77211	Renting and leasing of recreational and sports goods							
77221	Renting of video tapes and disks	25	3	0	0	0	0	28
77301	Renting and leasing of other machinery, equipment and tangible goods	47	9	2	2	2	0	62
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		32	24	9	2	3	2	72
78101	Activities of employment placement agencies							
79111	Travel agency activities	18	9	2	0	1	0	30
79121	Tour operator activities	14	15	7	2	2	2	42
SECURITY AND INVESTIGATION ACTIVITIES		4	7	12	7	4	4	38
80101	Private security activities	2	4	7	5	4	4	26
80201	Security systems service activities	2	3	5	2	0	0	12
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		15	6	6	1	1	0	29
81201	Cleaning activities	15	6	6	1	1	0	29
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		28	9	4	0	1	1	43
82101	Office administrative and support activities							
82201	Activities of call centers	24	8	3	0	1	1	37
82901	Business support service activities n.e.c	4	1	1	0	0	0	6
GRAND TOTAL		200	73	71	12	11	7	374

3.5 Number of Persons Engaged as at 30th June 2014

Table 5 A: Number of Persons Engaged as at 30th June 2014

FSIC 2010		WORKING WITH PAY		WORKING WITHOUT PAY		TOTAL
SUB-CLASS	ACTIVITY	Local	Expatriate	Working proprietors	Unpaid family workers	
RENTAL AND LEASING ACTIVITIES		1,365	4	84	17	1,470
77101	Renting and leasing of motor vehicles	676	1	68	10	755
77211	Renting and leasing of recreational and sports goods					
77221	Renting of video tapes and disks	102	0	7	0	106
77301	Renting and leasing of other machinery, equipment and tangible goods	587	3	9	7	606
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		917	5	18	7	947
78101	Activities of employment placement agencies					
79111	Travel agency activities	194	2	10	4	210
79121	Tour operator activities	723	3	8	3	737
SECURITY AND INVESTIGATION ACTIVITIES		1,231	5	13	8	1,257
80101	Private security activities	1,012	3	8	4	1,027
80201	Security systems service activities	219	2	5	2	228
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		231	0	12	7	250
81201	Cleaning activities	231	0	12	7	250
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		914	11	9	8	942
82101	Office administrative and support activities					
82201	Activities of call centers	882	11	6	5	904
82901	Business support service activities n.e.c	32	0	3	3	38
GRAND TOTAL		4,658	25	136	47	4,864

Table 5 B: Number of Persons Engaged by Gender

FSIC 2010		GENDER		
SUB-CLASS	ACTIVITY	Male	Female	Total
RENTAL AND LEASING ACTIVITIES		1,073	397	1,470
77101	Renting and leasing of motor vehicles	484	271	755
77211	Renting and leasing of recreational and sports goods	70	39	109
77221	Renting of video tapes and disks			
77301	Renting and leasing of other machinery, equipment and tangible goods	519	87	606
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		543	402	945
78101	Activities of employment placement agencies	115	954	210
79111	Travel agency activities			
79121	Tour operator activities			
SECURITY AND INVESTIGATION ACTIVITIES		977	280	1,257
80101	Private security activities	823	204	1,027
80201	Security systems service activities	152	76	228
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		142	108	250
81201	Cleaning activities	142	108	250
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		384	558	942
82101	Office administrative and support activities	360	544	904
82201	Activities of call centers			
82901	Business support service activities n.e.c			
GRAND TOTAL		3,118	1,746	4,864

3.6 Macroeconomic Aggregates

Table 6: Macroeconomic Aggregates (\$)

FSIC 2010		GO	IC	VA	COE	CFC	OS
SUB-CLASS	ACTIVITY						
RENTAL AND LEASING ACTIVITIES		148,093,441	98,222,339	49,871,102	16,353,999	7,609,329	25,907,774
77101	Renting and leasing of motor vehicles	71,101,234	54,410,342	16,690,892	6,342,567	5,764,209	4,584,116
77211	Renting and leasing of recreational and sports goods						
77221	Renting of video tapes and disks	10,844,084	5,025,544	5,818,540	710,154	5,880	5,102,506
77301	Renting and leasing of other machinery, equipment and tangible goods	69,148,123	40,786,453	28,361,670	9,301,278	1,839,240	17,221,152
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		179,612,166	121,328,222	58,283,944	24,670,563	2,823,784	30,789,597
78101	Activities of employment placement agencies						
79111	Travel agency activities	57,402,295	38,098,030	19,304,265	7,469,132	630,551	11,204,582
79121	Tour operator activities	105,209,872	76,230,192	28,979,680	15,201,431	2,193,233	11,585,016
SECURITY AND INVESTIGATION ACTIVITIES		45,313,559	24,147,014	21,166,545	14,804,258	1,069,797	5,292,490
80101	Private security activities	28,509,233	15,092,834	13,416,399	11,902,382	901,843	612,174
80201	Security systems service activities	16,804,326	9,054,180	7,750,146	2,901,876	167,954	4,680,316
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		16,601,923	8,131,832	8,470,091	5,120,675	593,231	2,756,185
81201	Cleaning activities	16,601,923	8,131,832	8,470,091	5,120,675	593,231	2,756,185
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		30,347,724	13,970,013	16,377,711	9,417,882	1,729,487	5,230,342
82101	Office administrative and support activities						
82201	Activities of call centers	26,258,491	10,818,774	15,439,717	8,995,106	1,149,274	5,295,337
82901	Business support service activities n.e.c	4,089,233	3,151,239	937,994	422,776	580,213	-64,995
GRAND TOTAL		405,968,814	260,799,420	145,169,394	68,367,377	13,825,628	62,976,389

3.7 Gross Fixed Capital Formation

Table 7: Gross Fixed Capital Formation (\$)

FSIC 2010		LAND DEVELOPMENT AND IMPROVEMENT	BUILDINGS	PLANT AND MACHINERY	FURNITURE, FIXTURES AND OFFICE EQUIPMENT	TRANSPORT VEHICLE AND RELATED EQUIPMENT	OTHERS	GROSS FIXED CAPITAL FORMATION
SUB- CLASS	ACTIVITY							
RENTAL AND LEASING ACTIVITIES		99,789	48,656	790,016	109,013	9,088,765	0	10,136,239
77101	Renting and leasing of motor vehicles	54,091	23,013	402,918	60,124	5,032,019	0	5,572,165
77211	Renting and leasing of recreational and sports goods							
77221	Renting of video tapes and disks	0	0	0	3,121	0	0	3,121
77301	Renting and leasing of other machinery, equipment and tangible goods	45,698	25,643	387,098	45,768	4,056,746	0	4,560,953
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		0	504,252	19,353	350,010	5,909,394	0	6,783,009
78101	Activities of employment placement agencies							
79111	Travel agency activities	0	15,452	0	193,524	208,120	0	417,096
79121	Tour operator activities	0	488,800	19,353	156,486	5,701,274	0	6,365,913
SECURITY AND INVESTIGATION ACTIVITIES		0	0	214,755	207,796	1,870,511	0	2,293,062
80101	Private security activities	0	0	120,785	87,251	1,720,421	0	1,928,457
80201	Security systems service activities	0	0	93,970	120,545	150,090	0	364,605
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		0	0	12,045	21,450	752,045	0	785,540
81201	Cleaning activities	0	0	12,045	21,450	752,045	0	785,540
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		0	0	0	149,715	88,511	0	238,226
82101	Office administrative and support activities							
82201	Activities of call centers	0	0	2,015	366,495	14,521	0	383,031
82901	Business support service activities n.e.c	0	0	0	2,014	14,204	0	16,218
GRAND TOTAL		99,789	552,908	1,038,184	732,298	17,649,440	0	20,072,619

3.8 Average Turnover per Establishment

Table 8: Average Turnover per Establishment

FSIC 2010		ESTABLISH- MENT	INCOME FROM SERVICES (as per survey)	AVERAGE TURNOVER PER ESTABLISHMENT
SUB- CLASS	ACTIVITY	NUMBER	\$	\$
RENTAL AND LEASING ACTIVITIES		192	111,896,829	582,796
77101	Renting and leasing of motor vehicles	102	58,280,656	571,379
77211	Renting and leasing of recreational and sports goods			
77221	Renting of video and disks	28	6,299,423	224,979
77301	Renting and leasing of other machinery, equipment and tangible goods	62	47,316,750	763,173
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		72	147,198,750	2,044,427
78101	Activities of employment placement agencies			
79111	Travel agency activities	30	48,372,578	1,612,419
79121	Tour operator activities	42	98,826,172	2,353,004
SECURITY AND INVESTIGATION ACTIVITIES		38	36,560,630	962,122
80101	Private security activities	26	25,106,754	965,644
80201	Security systems service activities	12	11,453,876	954,490
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		29	13,092,743	451,474
81201	Cleaning activities	29	13,092,743	451,474
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		43	27,088,471	629,964
82101	Office administrative and support activities			
82201	Activities of call centers	37	24,307,415	656,957
82901	Business support service activities n.e.c	6	2,781,056	463,509
GRAND TOTAL		374	335,837,423	897,961

3.9 Average Turnover per Paid Employee

Table 9: Average Turnover per Paid Employee

FSIC 2010		INCOME FROM SERVICES (as per survey)	PAID EMPLOYEE (as per survey)	AVERAGE TURNOVER PER PAID EMPLOYEE
SUB-CLASS	ACTIVITY	\$	NUMBER	\$
RENTAL AND LEASING ACTIVITIES		111,896,829	1,369	81,736
77101	Renting and leasing of motor vehicles	58,280,656	677	86,087
77211	Renting and leasing of recreational and sports goods			
77221	Renting of video and disks	6,299,423	102	61,759
77301	Renting and leasing of other machinery, equipment and tangible goods	47,316,750	590	80,198
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		147,198,750	922	159,652
78101	Activities of employment placement agencies			
79111	Travel agency activities	48,372,578	196	246,799
79121	Tour operator activities	98,826,172	726	136,124
SECURITY AND INVESTIGATION ACTIVITIES		36,560,630	1,236	29,580
80101	Private security activities	25,106,754	1,015	24,736
80201	Security systems service activities	11,453,876	221	51,827
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		13,092,743	231	56,679
81201	Cleaning activities	13,092,743	231	56,679
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		27,088,471	925	29,285
82101	Office administrative and support activities			
82201	Activities of call centers	24,307,415	893	27,220
82901	Business support service activities n.e.c	2,781,056	32	86,908
GRAND TOTAL		335,837,423	4,683	71,714

3.10 Average Compensation of Employees per Paid Employee

Table 10: Average Compensation of Employees per Paid Employee

FSIC 2010		COMPENSATION OF EMPLOYEES (as per survey)	PAID EMPLOYEE (as per survey)	AVERAGE COMPENSATION PER PAID EMPLOYEE
SUB-CLASS	ACTIVITY	\$	NUMBER	\$
RENTAL AND LEASING ACTIVITIES		14,380,996	1,369	10,505
77101	Renting and leasing of motor vehicles	5,609,342	677	8,286
77211	Renting and leasing of recreational and sports goods			
77221	Renting of video and disks	669,353	102	6,562
77301	Renting and leasing of other machinery, equipment and tangible goods	8,102,301	590	13,733
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		21,637,598	922	23,468
78101	Activities of employment placement agencies			
79111	Travel agency activities	7,039,335	196	35,915
79121	Tour operator activities	14,598,263	726	20,108
SECURITY AND INVESTIGATION ACTIVITIES		11,534,888	1,236	9,332
80101	Private security activities	9,013,791	1,015	8,881
80201	Security systems service activities	2,521,097	221	11,408
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		3,931,058	231	17,018
81201	Cleaning activities	3,931,058	231	17,018
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		8,920,298	925	9,644
82101	Office administrative and support activities			
82201	Activities of call centers	8,549,270	893	9,574
82901	Business support service activities n.e.c	371,028	32	11,595
GRAND TOTAL		60,404,838	4,683	12,899

3.11 Loans and Advances

Table 11: Loans and Advances

FSIC 2010		CLOSING		TOTAL
SUB-CLASS	ACTIVITY	LOCAL	ABROAD	\$
RENTAL AND LEASING ACTIVITIES		1,050,589	0	1,050,589
77101	Renting and leasing of motor vehicles	1,158,074	0	1,006,954
77211	Renting and leasing of recreational and sports goods			
77221	Renting of video and disks	54,629	0	54,629
77301	Renting and leasing of other machinery, equipment and tangible goods	837,886	0	837,886
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES & TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		1,476,539	0	1,476,539
78101	Activities of employment placement agencies			
79111	Travel agency activities	1,476,539	0	1,476,539
79121	Tour operator activities	0	0	0
SECURITY AND INVESTIGATION ACTIVITIES		0	0	0
80101	Private security activities	0	0	0
80201	Security systems service activities	0	0	0
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		83,256	0	83,256
81201	Cleaning activities	83,256	0	83,256
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		0	0	0
82101	Office administrative and support activities			
82201	Activities of call centers	0	0	0
82901	Business support service activities n.e.c	0	0	0
GRAND TOTAL		2,610,384	0	2,610,384

3.12 2014 Results Compared with 2013 Results

Table 12: 2014 Results compared with 2013 Results

AGGREGATES	2013		2014		Percentage change
	\$	Aggregates expressed as % of GO	\$	Aggregates expressed as % of GO	
GO	380,237,015		405,968,814		6.77
IC	242,090,815	63.67	260,799,420	64.24	7.73
VA	138,146,200	36.33	145,169,394	35.76	5.08
COE	60,721,290	15.97	68,367,377	16.84	12.59
CFC	12,913,829	3.40	13,825,628	3.41	7.06
OS	62,822,448	16.52	62,976,389	15.51	-2.38
GFCF	18,838,997		20,072,619		25.95
NUMBER ENGAGED	4,602		4,864		5.69

The 2014 Administrative and Support Services industry shows a positive growth of 5.08 percent in the Value Added compared to 2013. This was driven by the growth of 6.77 percent in GO.

For supplementary information on the Administration and Support Service Activities industry reference can be made to Appendix I for Concepts and Definitions, Appendix II for Industrial Classification Used, Appendix III for Composition of Macroeconomic Aggregates, Appendix IV for Sample Questionnaire.

APPENDIX I: CONCEPTS AND DEFINITIONS

All concepts and definitions used in this report are based upon the recommendations of the United Nations. The major concepts and definitions and their treatment are briefly explained below.

Compensation of Employees	Includes payments, whether in cash or in kind, made by the employer during the inquiry period for the work done to all persons included in the count of employees. It includes all cash payments, commissions, bonuses, cost of living allowances and wages paid during periods of vacation and sick leave, contributions in respect of their employees' social security and pension and payments in kind.
Consumption of Fixed Capital	In theory this is the value of the current replacement cost of fixed assets used up during the accounting period as a result of normal wear and tear. The consumption of fixed capital shown in this report is derived from the information supplied by the firm. This is expected to conform largely to the requirements of Income Tax Act and no adjustment is attempted to bring this into conformity with the national accounts definition.
Employment Size Group	This includes paid employment as well as people engaged.
Establishment	An establishment is ideally an economic unit, which engages under single ownership or control, in one, or predominantly one kind of economic activity at a single physical location. An establishment may be part of an enterprise that is involved in more than one kind of economic activity at a single location. The organisation and the record-keeping practices of such an enterprise maybe such that data in respect of the inputs and outputs of the different classes of activity cannot be readily compiled. An example of this problem can be seen in retailing activities, which are combined with running of hotels. In both cases if it is not possible to separate the input-output costs of each activity due to the difficulty in the enterprises accounting system, the activity that brings in the major portion of the income is used as the criterion for classifying such establishments. An establishment could have been a branch of another one, and particulars had to be provided for each such branch establishment whether it was in the same town or district or in a different area.
Fixed Assets	Fixed assets include the value of all physical assets expected to have a productive life of more than one year and intended for use by the establishment. Included are major additions, alterations and improvements to existing fixed assets that extend their normal economic life or raise their productivity.
Foreign Owned	Subsidiary of an overseas company is always considered foreign owned, whereas a branch of an overseas company is only considered foreign owned if 51 per cent of its equity is held abroad.
Gross Fixed Capital Formation	This is the outlay on new and second-hand durable goods less their sales plus their own account capital construction work done on similar goods.
Gross Output	This is the gross value of all goods and services produced during the accounting period. Included here are the income received from sales of food and drinks, accommodation, the value of capital construction for own account and other income.
Intermediate Consumption	Intermediate consumption consists of non-durable goods and services, which have a lifetime of use of less than one year. Compensation of employees do not form part of intermediate consumption, but expenditure such as travelling expenses of management personnel are included. Intermediate consumption differs from total purchases of raw materials, fuels etc. by the amount of stock changes of such goods. Valuation of intermediate consumption is at purchasers' value i.e. it is inclusive of all costs incurred by producers in the acquisition of the required goods and services.
Local Owned	All companies with 51 per cent of its equity held in Fiji are considered locally owned.
Number of Employees	This includes all persons who work in the establishment and receive regular pay and persons working away from the establishment when paid by and under the control of the establishment. Also included are salaried managers, and directors of incorporated businesses except when paid solely for their attendance at board of directors meetings.
Operating Surplus	This is the excess of value added by producers over compensation of employees, consumption of fixed capital and net indirect taxes.

<i>Payments in kind</i>	This is defined as the net cost to the employer of those goods and services furnished to employees free of charge or at markedly reduced cost that are clearly and primarily of benefit to the employees as consumers. The item includes food, beverages, clothing (except uniforms for civilians as these are not worn off-duty) and lodging etc.
<i>Statistical Unit</i>	Statistical unit is the Unit for which information is collected.
<i>Unpaid Family Workers</i>	Unpaid family workers are persons living in the household of any of the proprietors of the owning establishment and working in the establishment without regular pay for at least one third of the working time normal to the establishment.
<i>Value Added</i>	Value added is the difference between the gross output and the intermediate consumption. It provides a useful way of measuring without duplication the economic importance of an industry or industrial sector.
<i>Working Proprietors</i>	Working proprietors are owners of establishments who are actively engaged in the work of the establishment. Excluded are silent or inactive partners.

APPENDIX II: INDUSTRIAL CLASSIFICATION USED

SECTION N: ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES from the Fiji Standard Industrial Classification 2010, commonly known as the FSIC 2010 has been used. FSIC 2010 is based on the International Standard Industrial Classification Rev 4.

ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES includes a variety of activities that support general business operations. These activities differ from those in section M, since their primary purpose is not the transfer of specialized knowledge.

DIVISION	GROUP	CLASS	SUB-CLASS	
77				RENTAL AND LEASING ACTIVITIES
	771	7710	77101	<p>Renting and leasing of motor vehicles</p> <p>This subclass includes renting and operational leasing of the following types of vehicles e.g. passenger cars (without drivers), trucks, utility trailers and recreational vehicles</p> <p>This sub-class excludes: -renting or leasing of vehicles or trucks with driver, see 4922, 49231 -financial leasing, see 64911</p>
	772			Renting and leasing of personal and household goods
		7721	77211	<p>Renting and leasing of recreational and sports goods</p> <p>This sub-class includes renting of recreational and sports equipment e.g. pleasure boats, canoes, sailboats, bicycles, beach chairs and umbrellas and other sports equipment</p> <p>This sub-class excludes: -renting of video tapes and disks, see 77221 -renting of other personal and household goods n.e.c., see 77291 -renting of leisure and pleasure equipment as an integral part of recreational facilities, see 93299</p>
		7722	77221	<p>Renting of video tapes and disks</p> <p>This class includes renting of video tapes, records, CDs, DVDs etc.</p>
		7729	77291	<p>Renting and leasing of other personal and household goods</p> <p>This sub-class includes renting of all kinds of household or personal goods, to households or industries (except recreational and sports equipment) e.g.</p> <ul style="list-style-type: none"> -textiles, wearing apparel and footwear -furniture, pottery and glass, kitchen and tableware, electrical appliances and house wares -jewellery, musical instruments, scenery and costumes -books, journals and magazines -machinery and equipment used by amateurs or as a hobby e.g. tools for home repairs -flowers and plants -electronic equipment for household use <p>This sub-class excludes: -renting of cars, trucks, trailers and recreational vehicles without driver, see 77101 -renting of recreational and sports goods, see 77211 -renting of video tapes and disks, see 77221 -renting of motorcycles and caravans without driver, see 77301 -renting of office furniture, see 77301 -provision of linen, work uniforms and related items by laundries, see 96011</p>

773	7730	77301	<p>Renting and leasing of other machinery, equipment and tangible goods</p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> -renting and operational leasing, without operator, of other machinery and equipment that are generally used as capital goods by industries e.g. engines and turbines; machine tools; mining and oilfield equipment; professional radio, television and communication equipment; motion picture production equipment; measuring and controlling equipment; other scientific, commercial and industrial machinery -renting and operational leasing of land-transport equipment (other than motor vehicles) without drivers e.g. motorcycles, caravans and campers etc. -renting and operational leasing of water-transport equipment without operator e.g. commercial boats and ships -renting and operational leasing of air transport equipment without operator e.g. airplanes, hot-air balloons -renting and operational leasing of agricultural and forestry machinery and equipment without operator <p>-renting and operational leasing of construction and civil-engineering machinery and equipment without operator e.g. crane lorries; scaffolds and work platforms, without erection and dismantling</p> <p>-renting and operational leasing of office machinery and equipment without operator e.g. computers and computer peripheral equipment; duplicating machines, typewriters and word-processing machines; accounting machinery and equipment like cash registers, electronic calculators etc.; office furniture</p> <p>-renting of accommodation or office containers</p> <p>-renting of containers</p> <p>-renting of pallets</p> <p>-renting of animals (e.g. herds, race horses)</p> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -renting of agricultural and forestry machinery or equipment with operator, see 01619, 02401 -renting of construction and civil engineering machinery or equipment with operator, see division 43 -renting of water-transport equipment with operator, see division 50 -renting of air-transport equipment with operator, see division 51 -financial leasing, see 64911 -renting of pleasure boats, see 77211 -renting of bicycles, see 77211
774	7740	77401	<p>Leasing of intellectual property and similar products, except copyrighted works</p> <p>This sub-class includes the activities of allowing others to use intellectual property products and similar products (except copyrighted works, such as books or software) for which a royalty payment or licensing fee is paid to the owner of the product (i.e. the asset holder). The leasing of patented entities, trademarks or service marks, brand names, mineral exploration and evaluation, franchise agreements can take various forms, such as permission for reproduction, use in subsequent processes or products, operating businesses under a franchise etc. The current owners may or may not have created these products.</p> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -acquisition of rights and publishing, see divisions 58 and 59 -producing, reproducing and distributing copyrighted works (books, software, film), see divisions 58 and 59 -leasing of real estate, see group 68101

				<ul style="list-style-type: none"> -leasing of tangible products (assets), see groups 771, 772, 773 -renting of video tapes and disks, see 77221 -renting of books, see 77291
78				ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES
	781	7810	78101	<p>Activities of employment placement agencies</p> <p>This sub-class includes listing employment vacancies and referring or placing applicants for employment, where the individuals referred or placed are not employees of the employment agencies:</p> <ul style="list-style-type: none"> -personnel search, selection referral and placement activities, including executive placement and search activities -activities of casting agencies and bureaus, such as theatrical casting agencies -activities of on-line employment placement agencies <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -activities of personal theatrical or artistic agents or agencies, see 74909
79				TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES
	791			Travel agency and tour operator activities
		7911	79111	<p>Travel agency activities</p> <p>This sub-class includes activities of agencies primarily engaged in selling travel, tour, transportation and accommodation services to the general public and commercial clients</p>
		7912	79121	<p>Tour operator activities</p> <p>This sub-class includes arranging and assembling tours that are sold through travel agencies or directly by tour operators. The tours may include any or all of the following:</p> <ul style="list-style-type: none"> -transportation -accommodation -food -visits to museums, historical or cultural sites, theatrical, musical or sporting events
	799	7990	79901	<p>Other reservation service and related activities</p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> -provision of other travel-related reservation services e.g. reservations for transportation, hotels, restaurants, car rentals, entertainment and sport etc. -provision of time-share exchange services -ticket sales activities for theatrical, sports and other amusement and entertainment events -provision of visitor assistance services e.g. provision of travel information to visitors, activities of tourist guides -tourism promotion activities <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -activities of travel agencies and tour operators, see 79111, 79121 -organization and management of events such as meetings, conventions and conferences, see 82301
80				SECURITY AND INVESTIGATION ACTIVITIES
	801	8010	80101	<p>Private security activities</p> <p>This sub-class includes the provision of guard and patrol services, picking up and delivering money, receipts or other valuable items with personnel and equipment to protect such properties while in transit e.g. armored car services; bodyguard services polygraph services; fingerprinting services; security guard services</p>

				<p>This sub-class excludes: -public order and safety activities, see 84231</p>
	802	8020	80201	<p>Security systems service activities</p> <p>This sub-class includes: -monitoring or remote monitoring of electronic security alarm systems, such as burglar and fire alarms, including their maintenance -installing, repairing, rebuilding, and adjusting mechanical or electronic locking devices, safes and security vaults The units carrying out these activities may also engage in selling such security systems, mechanical or electronic locking devices, safes and security vaults.</p> <p>This sub-class excludes: -installation of security systems, such as burglar and fire alarms, without later monitoring, see 43211 -selling security systems, mechanical or electronic locking devices, safes and security vaults, without monitoring, installation or maintenance services, see 47599 -security consultants, see 74909 -public order and safety activities, see 84231 -providing key duplication services, see 95299</p>
81				SERVICES TO BUILDINGS AND LANDSCAPE ACTIVITIES
	812	8120	81201	<p>Cleaning activities</p> <p>This sub-class includes the activities of general interior cleaning of all types of buildings, exterior cleaning of buildings, specialized cleaning activities for buildings or other specialized cleaning activities, cleaning of industrial machinery, cleaning of the inside of road and sea tankers, disinfecting and extermination activities for buildings and industrial machinery, bottle cleaning and street sweeping.</p> <p>This sub-class excludes: -agricultural pest control, see 01619 -cleaning of new buildings immediately after construction, 43301 -steam-cleaning, sand blasting and similar activities for building exteriors, see 43901 -carpet and rug shampooing, drapery and curtain cleaning, see 96011</p>
	813	8130	81301	<p>Landscape care and maintenance service activities</p> <p>This sub-class includes planting, care and maintenance of: -parks and gardens for: -private and public housing -public and semi-public buildings (schools, hospitals, administrative buildings, church buildings etc.) -municipal grounds (parks, green areas, cemeteries etc.) -highway greenery (roads, train lines and tramlines, waterways, ports) -industrial and commercial buildings -greenery for: -buildings (roof gardens, façade greenery, indoor gardens) -sports grounds (e.g. football fields, golf courses etc.), play grounds, lawns for sunbathing and other recreational parks -stationary and flowing water (basins, alternating wet areas, ponds, swimming pools, ditches, watercourses, plant sewage systems) -plants for protection against noise, wind, erosion, visibility and dazzling -maintenance of land in order to keep it in good ecological condition</p>

				<p>This sub-class excludes:</p> <ul style="list-style-type: none"> -commercial production and planting for commercial production of plants, trees, see divisions 01 and 02 -tree nurseries (except forest tree nurseries), see 01301 -maintenance of land to keep it in good condition for agricultural use, see 01619 -construction activities for landscaping purposes, see section F -landscape design and architecture activities, see 71101 -operation of botanical gardens, see 91031
82				OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES
	821	8210	82101	<p>Office administrative and support activities</p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> -provision of a combination of day-to-day office administrative services, such as reception, financial planning, billing and record keeping, personnel and physical distribution (mail services) and logistics for others on a contract or fee basis -a variety of copying, document preparation and specialized office support activities. The document copying/printing activities included here cover only short run type printing activities. It includes: <ul style="list-style-type: none"> -document preparation -document editing or proofreading -typing, word processing, or desktop publishing -secretarial support services -transcription of documents, and other secretarial services -letter or resume writing -provision of mailbox rental and other mailing activities (except direct mail advertising) -photocopying -duplicating -blueprinting -other document copying services without also providing printing services, such as offset printing, quick printing, digital printing, prepress services <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -printing of documents (offset printing, quick printing etc.), see 18111 -direct mail advertising, see 73101 -specialized stenotype services such as court reporting, see 82999 -public stenography services, see 82999
	822	8220	82201	<p>Activities of call centers</p> <p>This sub-class includes using human operators, automatic call distribution, computer telephone integration, interactive voice response systems or similar methods, activities of:</p> <ul style="list-style-type: none"> -inbound call centers i.e. answering calls from clients to receive orders, provide product information, deal with customer requests for assistance or address customer complaints -outbound call centers to sell or market goods or services to potential customers, undertake market research or public opinion polling and similar activities for clients
	823	8230	82301	<p>Organization of conventions and trade shows</p> <p>This sub-class includes organization, promotion and/or management of events, such as business and trade shows, conventions, conferences and meetings, whether or not including the management and provision of the staff to operate the facilities in which these events take place.</p>

	829	8290	82901	<p>Business support service activities n.e.c.</p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> -activities of collection agencies and credit bureaus for <ul style="list-style-type: none"> -collection of payments for claims and remittance of payments collected to the clients, such as bill or debt collection services -compiling of information, such as credit and employment histories on individuals and credit histories on businesses and providing the information to financial institutions, retailers and others who have a need to evaluate the creditworthiness of these persons and businesses -packaging activities on a fee or contract basis, whether or not these involve an automated process i.e. <ul style="list-style-type: none"> -bottling of liquids, including beverages and food -packaging of solids (blister packaging, foil-covered etc.) -security packaging of pharmaceutical preparations -labeling, stamping and imprinting -parcel-packing and gift-wrapping <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -manufacture of soft drinks and production of mineral water, see 11041 -packaging activities incidental to transport, see 52291
		8299	82999	<p>Other business support service activities n.e.c.</p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> -providing verbatim reporting and stenotype recording of live legal proceedings and transcribing subsequent recorded materials, such as court reporting or stenotype recording services, public stenography services -real-time (i.e. simultaneous) closed captioning of live television performances of meetings, conferences -address bar coding services -bar code imprinting services -fundraising organization services on a contract or fee basis -mail presorting services -repossession services -parking meter coin collection services -activities of independent auctioneers -administration of loyalty programmes -other support activities typically provided to businesses n.e.c.

APPENDIX III: COMPOSITION OF MACROECONOMIC AGGREGATES

1] RENTAL AND LEASING ACTIVITIES

SUB-CLASS	77101	77211	77221	77301	TOTAL
INCOME					
Primary Activity	69,635,097	721,582	9,846,270	67,865,107	148,068,056
Income from Services	69,635,097	721,582	9,846,270	67,865,107	148,068,056
Services produced for own use	0	0	0	0	0
Secondary Activity	1,466,137	12,939	263,293	1,283,016	3,025,385
Rent	271,312	0	40,612	1,079,976	1,391,900
Subsidies	4,587	50	684	18,182	23,503
Own-account capital construction	0	0	0	0	0
Other income	1,190,238	12,889	221,997	184,858	1,609,982
Gross Margin	0	0	0	0	0
Value of sales of goods	0	0	0	0	0
Less purchase value goods sold	0	0	0	0	0
Less opening stock of goods for resale	0	0	0	0	0
Plus closing stock of goods for resale	0	0	0	0	0
Gross Output	71,101,234	734,521	10,109,563	69,148,123	151,093,441
Miscellaneous Income	924,562	4,012	312,344	1,083,929	2,324,847
Business Insurance claims received	84,183	373	29,807	93,687	208,050
Profit or loss received from any other business	8,806	39	0	30,505	39,350
Property income received	78,957	231	18,472	58,061	155,721
Rent received from land	37,893	168	13,417	42,171	93,649
Interest received	7,287	63	5,055	15,890	28,295
Dividends received	33,777	0	0	0	33,777
Royalty received	0	0	0	0	0
Bad and doubtful debts recovered	251	40	0	71,676	71,967
Exchange gain	6,560	31	0	0	6,591
Gain on sale of fixed assets	47,277	209	16,739	52,614	116,839
VAT charged on goods and services provided	698,528	3,089	247,326	777,386	1,726,329
TOTAL INCOME	72,025,796	738,533	10,421,907	70,232,052	153,418,288
EXPENDITURE					
Purchases of materials for use in the business	2,262,852	98,155	1,341,357	2,018,046	5,720,410
Opening stock	254,132	0	0	155,432	409,564
Less closing stock	115,825	0	0	120,954	236,779
Expenditure incurred on fuel, electricity and water	11,767,823	40,210	716,818	9,834,557	22,359,407
Petrol/Automotive diesel fuel	4,334,223	1,243	264,012	4,190,730	8,790,208
Industrial diesel fuel/Heavy fuel oil	3,207,710	10,292	195,392	3,635,462	7,048,856
Kerosene	6,251	42	381	4,746	11,420
Liquid petroleum gas	541,390	3,674	32,978	411,041	989,083
Electricity	3,251,960	22,066	198,088	1,268,926	4,741,040
Water	426,288	2,893	25,967	323,652	778,800
Repairs & maintenance paid for on vehicles, buildings	11,652,406	98,882	793,999	8,363,891	20,909,178
Buildings	3,835,612	52,839	474,344	2,912,120	7,274,915
Plant and Machinery	2,193,681	37,382	241,907	1,182,524	3,655,494
Vehicles	5,531,575	8,040	72,172	4,199,748	9,811,535
Others	91,538	621	5,576	69,499	167,234
Transport operating cost	1,853,334	10,434	93,671	1,408,139	3,365,578
Wheel tax/registration fee and license etc	1,537,781	10,434	93,671	1,167,532	2,809,418

SUB-CLASS	77101	77211	77221	77301	TOTAL
Third party insurance	136,420	0	0	104,604	241,024
Comprehensive insurance	179,133	0	0	136,003	315,136
Others	0	0	0	0	0
Cartage and haulage expenses paid to other firms	0	0	0	93,767	93,767
Travel expenses	2,020,489	13,710	123,075	1,534,020	3,691,294
Air	1,158,180	7,859	70,549	879,327	2,115,915
Land	645,755	4,382	39,335	490,278	1,179,750
Water	216,554	1,469	13,191	164,415	395,629
Value of contract and commission work done	1,717,981	11,657	104,648	1,304,346	3,138,632
Audit, accounting	1,381,674	9,375	84,162	748,994	2,224,205
Legal Fee	573,844	3,894	34,955	435,681	1,048,374
Advertising and promotions etc.	1,803,090	12,235	109,832	1,368,963	3,294,120
Bank charges	682,916	4,634	41,599	518,492	1,247,641
Postage	480,081	3,258	29,243	364,493	877,075
Telephone and telecommunication	2,369,636	16,079	144,342	1,799,103	4,329,160
Office stationery and supplies	1,315,054	8,923	80,104	998,431	2,402,512
Management and consultants fee	1,600,801	10,862	97,510	1,215,379	2,924,552
Rent paid for:	11,541,099	70,616	633,931	7,797,423	20,043,069
Building	6,580,255	45,588	409,250	4,996,970	12,032,063
Motor Vehicles	2,145,310	10,240	91,928	1,145,799	3,393,277
Plant and machinery	2,815,534	14,788	132,753	1,654,654	4,617,729
Business insurance	370,322	13,237	22,559	281,163	687,281
Other expenditure	878,634	5,962	141,616	667,087	1,693,299
Intermediate Input	54,410,342	432,123	4,593,421	40,786,453	100,222,339
Miscellaneous Expenditure	1,876,576	5,873	613,451	1,494,908	3,990,808
Insurance claims	93,829	551	57,514	143,021	294,915
Property income paid	1,351,003	2,789	291,294	463,615	2,108,701
Rent paid for land	61,486	361	37,688	93,721	193,256
Interest paid	413,739	2,428	253,606	369,894	1,039,667
Dividends paid	875,778	0	0	0	875,778
Royalty paid	0	0	0	0	0
Bad and doubtful debts written off	0	0	0	99,799	99,799
Business licenses, rates on property paid to central or local government etc.	107,114	629	65,657	163,270	336,670
TPAF levy	12,402	73	7,602	18,904	38,981
Exchange losses	0	0	0	0	0
Loss on sale of fixed assets	0	0	0	0	0
VAT paid on supplies of goods and services	312,229	1,832	191,384	606,299	1,111,744
Compensation of Employees	6,342,567	59,056	651,098	9,301,278	16,353,999
Wages and salaries	5,656,076	53,795	593,091	8,134,397	14,437,359
FNPF	553,195	5,261	58,007	1,016,319	1,632,782
Payment in kind	133,296	0	0	150,562	283,858
Consumption of fixed capital	5,764,209	2,790	3,090	1,839,240	7,609,329
TOTAL EXPENDITURE	68,393,694	499,842	5,861,060	53,421,879	128,176,475

2] **ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES and TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES**

SUB-CLASS	78101/79111	79121	TOTAL
INCOME			
Primary Activity	56,207,336	103,072,198	159,279,532
Income from Services	56,207,336	103,072,198	159,279,532
Services produced for own use	0	0	0
Secondary Activity	1,194,959	2,137,674	3,332,633
Rent	1,005,928	1,799,383	2,805,311
Subsidies	16,860	30,293	47,153
Own-account capital construction	0	0	0
Other income	172,171	307,998	480,169
Gross Margin	0	0	0
Value of sales of goods	0	0	0
Less purchase value goods sold	0	0	0
Less opening stock of goods for resale	0	0	0
Plus closing stock of goods for resale	0	0	0
Gross Output	57,402,295	105,209,872	162,612,166
Miscellaneous Income	1,245,060	6,942,161	7,770,971
Business Insurance claims received	102,142	569,524	671,666
Profit or loss received from any other business	33,258	185,439	218,697
Property income received	63,301	352,949	416,250
Rent received from land	45,977	256,355	302,332
Interest received	17,324	96,594	113,918
Dividends received	0	0	0
Royalty received	0	0	0
Bad and doubtful debts recovered	78,145	435,717	513,862
Exchange gain	0	0	0
Gain on sale of fixed assets	57,363	319,840	377,203
VAT charged on goods and services provided	847,550	4,725,743	5,573,293
TOTAL INCOME	58,647,355	112,152,033	170,799,388
EXPENDITURE			
Purchases of materials for use in the business	831,746	1,509,759	2,341,505
Opening stock	254,314	0	254,314
Less closing stock	75,769	0	75,769
Expenditure incurred on fuel, electricity and water	8,721,879	17,462,019	28,183,898
Petrol/Automotive diesel fuel	3,568,838	7,293,212	10,862,050
Industrial diesel fuel/Heavy fuel oil	2,963,472	6,194,369	9,157,841
Kerosene	5,174	9,393	14,567
Liquid petroleum gas	448,127	813,426	1,261,553
Electricity	1,383,415	2,511,131	3,894,546
Water	352,853	640,488	993,341
Repairs & maintenance paid for on vehicles, buildings	7,118,522	16,551,656	23,670,178
Buildings	2,174,865	5,762,916	7,937,781
Plant and Machinery	1,289,218	2,340,147	3,629,365
Vehicles	3,578,670	8,311,059	11,889,729
Others	75,769	137,534	213,303
Transport operating cost	1,789,503	2,786,627	4,576,130
Wheel tax/registration fee and license etc	1,272,873	2,310,479	3,583,352
Third party insurance	368,355	207,005	575,360
Comprehensive insurance	148,275	269,143	417,418
Others	0	0	0
Cartage and haulage expenses paid to other firms	102,228	185,560	287,788
Travel expenses	1,672,427	3,035,738	4,708,165
Air	958,665	1,740,138	2,698,803
Land	534,513	970,232	1,504,745
Water	179,249	325,368	504,617
Value of contract and commission work done	1,422,030	2,581,225	4,003,255
Audit, accounting	816,572	1,482,216	2,298,788
Legal Fee	474,990	862,188	1,337,178
Advertising and promotions etc	1,492,479	2,709,099	4,201,578
Bank charges	565,273	1,026,065	1,591,338

SUB-CLASS	78101/79111	79121	TOTAL
Postage	397,379	721,311	1,118,690
Telephone and telecommunication	1,961,427	3,560,321	5,521,748
Office stationery and supplies	1,088,514	1,975,837	3,064,351
Management and consultants fee	1,325,036	2,405,165	3,730,201
Rent paid for:	7,105,675	15,498,880	22,604,555
Building	4,052,551	9,956,945	14,009,496
Motor Vehicles	1,249,179	2,267,470	3,516,649
Plant and machinery	1,803,945	3,274,465	5,078,410
Business insurance	306,530	556,400	862,930
Other expenditure	727,275	1,320,126	2,047,401
Intermediate Input	38,098,030	76,230,192	114,328,222
Miscellaneous Expenditure	4,114,737	7,132,875	11,247,612
Insurance claims	393,666	682,417	1,076,083
Property income paid	1,276,100	2,212,113	3,488,213
Rent paid for land	257,968	447,185	705,153
Interest paid	1,018,132	1,764,928	2,783,060
Dividends paid	0	0	0
Royalty paid	0	0	0
Bad and doubtful debts written off	274,698	476,187	750,885
Business licenses, rates on property paid to central or local government etc	449,401	779,035	1,228,436
TPAF levy	52,032	90,197	142,229
Exchange losses	0	0	0
Loss on sale of fixed assets	0	0	0
VAT paid on supplies of goods and services	1,668,840	2,892,926	4,561,766
Compensation of Employees	7,469,132	15,201,431	22,670,563
Wages and salaries	6,532,100	13,043,445	19,575,545
FNPF	816,127	1,879,543	2,695,670
Payment in kind	120,905	278,443	399,348
Consumption of fixed capital	630,551	2,193,233	2,823,784
TOTAL EXPENDITURE	50,312,450	100,757,731	151,070,181

3] **SECURITY AND INVESTIGATION ACTIVITIES and SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES.**

SUB-CLASS	80101	80201	TOTAL	81201
INCOME				
Primary Activity	27,830,412	16,325,654	44,156,066	16,295,991
Income from Services	27,830,412	16,325,654	44,156,066	16,295,991
Services produced for own use	0	0	0	0
Secondary Activity	678,821	478,672	1,157,493	305,932
Rent	315,008	27,176	342,184	12,301
Subsidies	6,650	0	6,650	4,387
Own-account capital construction	0	0	0	0
Other income	149,471	576,315	725,786	67,012
Gross Margin	207,692	-124,819	82,873	222,232
Value of sales of goods	631,209	156,102	787,311	312,323
Less purchase value goods sold	425,127	54,613	479,740	74,262
Less opening stock of goods for resale	188,621	341,728	530,349	54,484
Plus closing stock of goods for resale	190,231	115,420	305,651	38,655
Gross Output	28,509,233	16,804,326	45,313,559	16,601,923
Miscellaneous Income	818,606	25,298	843,904	5,860
Business Insurance claims received	72,096	2,123	74,219	169
Profit or loss received from any other business	22,794	671	23,465	0
Property income received	43,384	350	43,734	4,238
Rent received from land	31,511	0	31,511	2,817
Interest received	11,873	350	12,223	1,421
Dividends received	0	0	0	0
Royalty received	0	0	0	0
Bad and doubtful debts recovered	53,558	1,577	55,135	0
Exchange gain	6,574	2,314	8,888	0
Gain on sale of fixed assets	39,315	1,158	40,473	92
VAT charged on goods and services provided	580,885	17,105	597,990	1,361
TOTAL INCOME	29,327,839	16,829,624	46,157,463	16,607,783
EXPENDITURE				
Purchases of materials for use in the business	4,927,914	3,569,104	8,497,018	2,010,079
Opening stock	24,413	34,213	58,626	68,123
Less closing stock	22,098	48,021	70,119	0
Expenditure incurred on fuel, electricity and water	2,224,229	1,492,099	3,716,328	1,840,684
Petrol/Automotive diesel fuel	1,599,341	959,837	2,559,178	862,059
Industrial diesel fuel/Heavy fuel oil	229,347	383,265	612,612	174,783
Kerosene	1,812	0	1,812	976
Liquid petroleum gas	15,693	34,143	49,836	166,097
Electricity	284,468	90,632	375,100	570,192
Water	93,568	24,222	117,790	66,577
Repairs & maintenance paid for on vehicles, buildings	984,412	335,209	1,319,621	258,253
Buildings	230,139	191,544	421,683	78,457
Plant and Machinery	145,148	101,212	246,360	117,653
Vehicles	609,125	42,453	651,578	62,143
Others	0	0	0	0
Transport operating cost	598,501	134,987	733,488	73,511
Wheel tax/registration fee and license etc	295,751	56,740	352,491	24,016
Third party insurance	169,937	67,098	237,035	21,518
Comprehensive insurance	85,192	11,149	96,341	27,977

SUB-CLASS	80101	80201	TOTAL	81201
Others	47,621	0	47,621	0
Cartage and haulage expenses paid to other firms	35,800	0	35,800	120
Travel expenses	537,463	98,159	635,622	93,792
Air	385,972	78,108	464,080	38,650
Land	88,718	16,953	105,671	54,099
Water	62,773	3,098	65,871	1,043
Value of contract and commission work done	79,799	89,874	169,673	126,831
Audit, accounting	128,596	97,154	225,750	115,407
Legal Fee	278,131	99,788	377,919	89,622
Advertising and promotions etc	322,663	213,545	536,208	181,604
Bank charges	197,957	189,207	387,164	106,657
Postage	139,161	9,801	148,962	74,978
Telephone and telecommunication	168,688	109,752	278,440	370,086
Office stationery and supplies	231,680	90,132	321,812	60,123
Management and consultants fee	464,025	218,360	682,385	125,001
Rent paid for:	1,455,208	316,971	1,772,179	1,625,366
Building	594,751	186,831	781,582	1,049,296
Motor Vehicles	243,745	42,243	285,988	235,698
Plant and machinery	616,712	87,897	704,609	340,372
Business insurance	324,873	301,923	626,797	210,312
Other expenditure	1,991,419	1,701,923	3,693,342	701,283
Intermediate Input	15,092,834	9,054,180	24,147,015	8,131,712
Miscellaneous Expenditure	1,276,139	188,486	1,464,625	65,228
Insurance claims	108,921	2,193	111,114	0
Property income paid	812,166	72,155	884,321	32,055
Rent paid for land	610,233	12,033	622,266	1,032
Interest paid	201,933	60,122	262,055	31,023
Dividends paid	0	0	0	0
Royalty paid	0	0	0	0
Bad and doubtful debts written off	12,343	0	12,343	0
Business licenses, rates on property paid to central or local government etc	80,123	31,292	111,415	10,229
TPAF levy	10,393	4,013	14,406	5,810
Exchange losses	20,133	0	20,133	8,012
Loss on sale of fixed assets	30,128	1,023	31,151	0
VAT paid on supplies of goods and services	201,932	77,810	279,742	9,122
Compensation of Employees	11,902,382	2,901,876	14,804,257	5,120,675
Wages and salaries	10,409,182	2,537,825	12,947,006	4,478,266
FNPF	1,300,533	317,078	1,617,611	559,519
Payment in kind	192,667	46,973	239,640	82,890
Consumption of fixed capital	901,843	167,954	1,069,797	593,231
TOTAL EXPENDITURE	29,173,198	12,312,496	41,485,694	13,910,846

4] OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES

SUB-CLASS	82101/82201	82901	TOTAL
INCOME			
Primary Activity	25,579,670	3,610,561	29,190,231
Income from Services	25,579,670	3,610,561	29,190,231
Services produced for own use	0	0	0
Secondary Activity	678,821	478,672	1,157,493
Rent	315,008	27,176	342,184
Subsidies	6,650	0	6,650
Own-account capital construction	0	0	0
Other income	149,471	576,315	725,786
Gross Margin	207,692	-124,819	82,873
Value of sales of goods	631,209	156,102	787,311
Less purchase value goods sold	425,127	54,613	479,740
Less opening stock of goods for resale	188,621	341,728	530,349
Plus closing stock of goods for resale	190,231	115,420	305,651
Gross Output	26,258,491	4,089,233	30,347,724
Miscellaneous Income	818,606	25,298	843,904
Business Insurance claims received	72,096	2,123	74,219
Profit or loss received from any other business	22,794	671	23,465
Property income received	43,384	350	43,734
Rent received from land	31,511	0	31,511
Interest received	11,873	350	12,223
Dividends received	0	0	0
Royalty received	0	0	0
Bad and doubtful debts recovered	53,558	1,577	55,135
Exchange gain	6,574	2,314	8,888
Gain on sale of fixed assets	39,315	1,158	40,473
VAT charged on goods and services provided	580,885	17,105	597,990
TOTAL INCOME	27,007,097	4,114,531	31,191,628
EXPENDITURE			
Purchases of materials for use in the business	3,420,709	816,555	4,237,264
Opening stock	24,413	34,213	58,626
Less closing stock	22,098	48,021	70,119
Expenditure incurred on fuel, electricity and water	1,224,229	506,714	1,730,943
Petrol/Automotive diesel fuel	599,341	226,547	825,888
Industrial diesel fuel/Heavy fuel oil	229,347	383,265	612,612
Kerosene	1,812	0	1,812
Liquid petroleum gas	15,693	34,143	49,836
Electricity	284,468	62,539	347,007
Water	93,568	24,222	117,790
Repairs & maintenance paid for on vehicles, buildings	984,412	335,209	1,319,621
Buildings	230,139	191,544	421,683
Plant and Machinery	145,148	101,212	246,360
Vehicles	609,125	42,453	651,578
Others	0	0	0
Transport operating cost	598,501	134,987	733,488
Wheel tax/registration fee and license etc	295,751	56,740	352,491
Third party insurance	169,937	67,098	237,035
Comprehensive insurance	85,192	11,149	96,341
Others	47,621	0	47,621
Cartage and haulage expenses paid to other firms	35,800	0	35,800

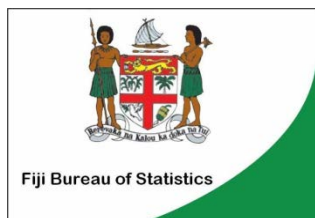
SUB-CLASS	82101/82201	82901	TOTAL
Travel expenses	537,463	85,529	622,992
Air	385,972	65,478	451,450
Land	88,718	16,953	105,671
Water	62,773	3,098	65,871
Value of contract and commission work done	79,799	75,421	155,220
Audit, accounting	128,596	64,521	193,117
Legal Fee	278,131	58,214	336,345
Advertising and promotions etc	322,663	88,256	410,919
Bank charges	197,957	102,563	300,520
Postage	139,161	9,801	148,962
Telephone and telecommunication	168,688	95,234	263,922
Office stationery and supplies	231,680	58,963	290,643
Management and consultants fee	464,025	218,360	682,385
Rent paid for:	1,455,208	300,981	1,756,189
Building	594,751	186,831	781,582
Motor Vehicles	243,745	38,254	281,999
Plant and machinery	616,712	75,896	692,608
Business insurance	324,874	152,489	477,363
Other expenditure	224,563	61,250	285,813
<i>Intermediate Input</i>	<i>10,818,774</i>	<i>3,151,239</i>	<i>13,970,013</i>
Miscellaneous Expenditure	1,276,139	188,486	1,464,625
Insurance claims	108,921	2,193	111,114
Property income paid	812,166	72,155	884,321
Rent paid for land	610,233	12,033	622,266
Interest paid	201,933	60,122	262,055
Dividends paid	0	0	0
Royalty paid	0	0	0
Bad and doubtful debts written off	12,343	0	12,343
Business licenses, rates on property paid to central or local government etc	80,123	31,292	111,415
TPAF levy	10,393	4,013	14,406
Exchange losses	20,133	0	20,133
Loss on sale of fixed assets	30,128	1,023	31,151
VAT paid on supplies of goods and services	201,932	77,810	279,742
<i>Compensation of Employees</i>	<i>8,995,106</i>	<i>422,776</i>	<i>9,417,882</i>
Wages and salaries	8,275,498	388,954	8,664,452
FNPF	719,608	33,822	753,430
Payment in kind	0	0	0
<i>Consumption of fixed capital</i>	<i>901,843</i>	<i>167,954</i>	<i>1,069,797</i>
TOTAL EXPENDITURE	21,991,862	3,930,455	25,922,317

5] SUMMARY TABLE

SUB-CLASS	GRAND TOTAL
INCOME	
Primary Activity	396,989,878
Income from Services	396,989,878
Services produced for own use	0
Secondary Activity	8,978,936
Rent	4,893,880
Subsidies	88,343
Own-account capital construction	0
Other income	3,608,735
Gross Margin	387,978
Value of sales of goods	1,886,945
Less purchase value goods sold	1,033,742
Less opening stock of goods for resale	1,115,182
Plus closing stock of goods for resale	649,957
Gross Output	405,968,814
Miscellaneous Income	12,205,736
Business Insurance claims received	1,028,323
Profit or loss received from any other business	304,977
Property income received	663,677
Rent received from land	461,820
Interest received	168,080
Dividends received	33,777
Royalty received	-
Bad and doubtful debts recovered	696,099
Exchange gain	24,367
Gain on sale of fixed assets	575,080
VAT charged on goods and services provided	8,496,963
TOTAL INCOME	418,174,550
EXPENDITURE	
Purchases of materials for use in the business	22,806,276
Opening stock	849,253
Less closing stock	452,786
Expenditure incurred on fuel, electricity and water	55,831,260
Petrol/Automotive diesel fuel	23,899,383
Industrial diesel fuel/Heavy fuel oil	17,382,702
Kerosene	30,587
Liquid petroleum gas	2,516,405
Electricity	9,927,885
Water	2,074,298
Repairs & maintenance paid for on vehicles, buildings	47,476,851
Buildings	16,134,519
Plant and Machinery	7,895,232
Vehicles	23,066,563
Others	380,537
Transport operating cost	9,482,195
Wheel tax/registration fee and license etc	7,121,768
Third party insurance	1,311,972
Comprehensive insurance	953,213
Others	95,242
Cartage and haulage expenses paid to other firms	453,275
Travel expenses	9,751,865
Air	5,768,898

Land	2,949,936
Water	1,033,031
Value of contract and commission work done	7,593,611
Audit, accounting	5,057,267
Legal Fee	3,189,438
Advertising and promotions etc	8,624,429
Bank charges	3,633,320
Postage	2,368,667
Telephone and telecommunication	10,763,356
Office stationery and supplies	6,139,441
Management and consultants fee	8,144,524
Rent paid for:	47,801,358
Building	28,654,019
Motor Vehicles	7,713,611
Plant and machinery	11,433,728
Business insurance	2,864,682
Other expenditure	8,421,138
Intermediate Input	260,799,420
Miscellaneous Expenditure	18,232,898
Insurance claims	1,593,226
Property income paid	7,397,611
Rent paid for land	2,143,973
Interest paid	4,377,860
Dividends paid	875,778
Royalty paid	0
Bad and doubtful debts written off	875,370
Business licenses, rates on property paid to central or local government etc	1,798,165
TPAF levy	215,832
Exchange losses	48,278
Loss on sale of fixed assets	62,302
VAT paid on supplies of goods and services	6,242,116
Compensation of Employees	68,367,377
Wages and salaries	60,102,629
FNPF	7,259,012
Payment in kind	1,005,736
Consumption of fixed capital	13,825,628
TOTAL EXPENDITURE	360,565,633

APPENDIX IV: SAMPLE QUESTIONNAIRE



Ratu Sukuna House, Corner of MacArthur Street and Victoria Parade, Suva, Fiji

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Government Buildings
Suva,
FIJI*

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CONFIDENTIAL

DESPATCHED: 30\06\2015

2014 SURVEY OF ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES

Tax Identification Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please correct any errors appearing in this label

Dear Sir\Madam,

Enclosed are two copies of the 2014 Survey of Administrative and Support Service Activities questionnaire.

COVERAGE AND SCOPE: It covers establishments engaged in the Administrative and Support Service Sector classified under the Fiji Standard Industrial Classification 2010’s Section N (refer note on page 2). If an establishment’s Administrative and Support Service Activities are combined with other types of business, you should report on the Administrative and Support Services Activities side of the operations only.

PURPOSE: The census provides an important means of assessing the contribution this sector makes to the economy of Fiji, and indicates the changing composition and structure of the industry. The results of the Survey are used by the Fiji Bureau of Statistics to estimate the National Income of Fiji and in the provision of other key indicators.

REFERENCE PERIOD: A Reference period is the calendar year. If your accounting year is different provide information approximating closest to the calendar year. Limited liability companies are requested to submit a copy of their financial statements with the questionnaire.

COMPULSORY REQUIREMENT: The Survey is conducted under the provisions of the Statistics Act (Cap 71). In accordance with Section 8 subsection 2 of this Act you are required to fill in one copy of the questionnaire and return it to the undersigned on or before **30\07\14**. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Information supplied will be used by the Department for the preparation of statistics. Any release of information will be in accordance with the Statistics Act and only authorised persons will have access to individual information.

CONTACT PERSON FOR HELP AND ADVICE: Mr. Samuela Buadromo on extension 132 or email sbuadromo@statsfiji.gov.fj

Epeli Waqavonovono
Government Statistician

NOTE: Under the Fiji Standard Industrial Classification 2010's Section N, the Administrative and Support Service activities include a variety of activities that support general business operations.

ORGANISATIONAL STRUCTURE

1 A business can have more than one establishment involved in similar or different activities at different locations. State the location, the type of activity engaged in and the Gross Turnover of each establishment during the year.

FORM OF OWNERSHIP

- 4 (1) Fiji owned:
This is an establishment operating in Fiji in which 51% or more equity is held locally.
- (2) Branch of an overseas company:
This is an establishment operating in Fiji which is controlled by or supervised by an overseas head office and which is an integral part of the foreign parent organisation. Branch has no equity share capital.
- (3) Subsidiary of an overseas company:
A company is a subsidiary of another if that other company owns this subsidiary wholly or holds more than half the nominal value of the equity share capital of this subsidiary company.

EQUITY PARTICIPATION

5 Give the proportion of the share capital held by residents of Fiji. Equity share capital held by companies or individuals on behalf of residents of Fiji should also be included.

NATURE OF WORK

6 In cases where establishments are involved in more than one activity at a single location, please state the major activity involved in.

OPERATING STATUS

7 If you are no longer in business, a **STATUTORY DECLARATION** must be attached to one copy of the questionnaire with the words "**CLOSED BUSINESS**" written across the questionnaire and returned to the Fiji Bureau of Statistics. The Statutory Declaration must be signed by a Magistrate or a Barrister\Solicitor, Justice of Peace or a member of the Notary Public acting on your behalf. The Statutory Declaration must state the name of the business, nature of its activity and the date on which it ceased operation. If your business operated for part of the year 2014 please provide information for the duration your business operated.

QUESTIONNAIRE

All relevant questions must be answered with clear and correct figures. Estimates will be accepted where actual data are not available. Values, **excluding VAT**, are to be expressed in Fiji Dollars.

ORGANISATIONAL STRUCTURE

1	Does this business operate at more than one location?			
	Please tick the appropriate box No Yes If yes, please give details below:			
	NAME OF ESTABLISHMENT\BRANCH (1)	PHYSICAL LOCATION OF BUSINESS (2)	MAIN TYPE OF BUSINESS OR ACTIVITY (3)	GROSS TURNOVER (4)
	Note: This return is required for the addressed establishment only. In case this is not possible, a combined return with similar main activities may be submitted. If the information cannot be provided on this basis, please state the reasons:			
	Remark: Please comment here to assist in the interpretation of data supplied:			

ACCOUNTING PERIOD

2	Please state the accounting period: From ______\ 2014 To ______\ 2014
---	---

LEGAL STATUS OF ORGANISATION

3	Please tick appropriate box			
	Sole Trader	1	Partnership	2
	[001] Private Limited Company	3	Public Limited Company	4
	Co-operative	5	Government Owned Trading Entity	6
	Statutory Boards	7	Central Government	8
	Local Authority owned entity	9	Local Government	10
	Joint Venture and Consortia	11	Non-profit organisation	12
	Trusts and Estates	13	Consulates and Foreign Embassies	14
	Branch of a Company Incorporated Overseas	15	Societies and Associations	16
	Other Business Type (specify)			20

FORM OF OWNERSHIP

4	Please tick appropriate box			
	[002] Fiji owned	1	Branch of an overseas company	2
	Subsidiary of an overseas company	3	Others (specify)	4

EQUITY PARTICIPATION

5	Please indicate in the appropriate box equity capital held by Fiji Citizens.			
	(a) As at end of 2013	%	(b) As at end of 2014	%

NATURE OF WORK

6	Please give a brief description of the main activity of the establishment\ s covered by this return:			
	[003] FOR OFFICIAL USE ONLY			

OPERATING STATUS

7	Please state whether the establishment in question (tick appropriate box)			
	Operated during the whole of the accounting period specified	1		
	Operated during part of the accounting period specified (specify mths)	2		
	Had not commenced business during the accounting period specified	3		

INCOME RECEIVED FROM FEES AND COMMISSIONS

8 This should be the actual fees, net of any discount allowed to the client, for the services rendered.

Include commission received from auction sales, valuation services etc

Exclude VAT charged on goods and services provided.

OTHER INCOME

- 22 a] Include all claims arising from business insurance. Examples of business insurances are insurance against the risk of buildings, properties and stocks. Exclude life, education or any other personal insurance.
- b] Include all claims arising from casualty insurance. Examples of casualty insurance are insurance against the risk of accidents and illness to employees. Claims for life, education or any other form of personal insurance are to be excluded.

INCOME RECEIVED FROM FEES AND COMMISSIONS

8	Please state the amount of fees and commissions received from:		VALUE (\$)	
			FEES	COMMISSIONS
1	Renting and leasing of motor vehicles Rental cars, Utility Trailer and Recreational Vehicles.	004		
2	Renting and leasing of recreational and sports goods pleasure boats, canoes, sailboats, bicycles, beach chairs, umbrellas and other sports equipment	006		
3	Renting of Video Disks DVDs, CDs, Records and Video Tapes etc	008		
4	Renting and leasing of other personal and household goods Wearing apparel, furniture and house wares, music instruments, jewellery, books and magazines, flowers and plants, electronic equipment etc.	010		
5	Renting and leasing of machinery, equipment and tangible goods other machinery and equipment that are generally used as Capital Goods by industries such as machine tools, commercial boats and ships (without operator)etc.	012		
6	Leasing of intellectual property and similar products, except copyrighted works similar products for which a royalty payment or licensing fee is paid to the owner of the asset, except copyrighted works such as books or software.	014		
7	Activities of employment placement agencies list employment vacancies and refer or place applicants for employment by on-line placement agencies, casting agencies and bureaus etc.	016		
8	Travel agency activities selling travel, tour, transportation and accommodation services to the general public and commercial clients.	018		
9	Tour operator activities like arranging and assembling tours that are sold through travel agencies or directly by tour operators and includes transportation, visits to museums, historical or cultural sites, theatrical, musical or sporting events.	020		
10	Other reservation service and related activities tourism promotion activities, provision of travel information to visitors and reservations for transportation, hotels, restaurants, car rentals, entertainment, time share exchange services.	022		
11	Private security activities like the provision of guard and patrol services, bodyguard services, security guard services.	024		
12	Security systems service activities monitoring or remote monitoring of electronic security alarm systems including selling such security systems, mechanical or electronic locking devices, safes and security vaults including their maintenance.	026		
13	Cleaning activities like general and specialized interior and exterior cleaning of all types of buildings, cleaning of industrial machinery, cleaning of the inside of road and sea tankers, disinfecting and extermination activities for buildings and industrial machinery, bottle cleaning and street sweeping.	028		
14	Landscape care and maintenance service activities like planting, care and maintenance of parks and gardens, greenery.	030		

15	Office administrative and support activities like provision of a combination of day-to-day office administrative services such as reception, financial planning, billing and record keeping, document copying/printing and short-run type printing activities.	032		
16	Activities of call centers	034		
17	Organization of conventions and trade shows includes organization, promotion and or management of events, such as business and trade shows, conventions, conferences and meetings, whether or not including the management and provision of the staff to operate the facilities in which these events take place.	036		
18	Business support service activities n.e.c. like activities of collection agencies and credit bureaus for debt collection etc. and packaging activities on a fee or contract basis like bottling of liquids, packaging of solids, labelling, stamping, imprinting, parcel-packing and gift-wrapping.	038		
19	Other business support service activities n.e.c. like parking meter coin collection services, activities of independent auctioneers, administration of loyalty programmes, providing verbatim reporting and stenotype recording of live legal proceedings and transcribing subsequent recorded materials, such as court reporting or stenotype recording services.	040		
	Total (042 = 004 to 040) and (043 = 005 to 041)	042		

OTHER INCOME

			VALUE (\$)
20	Income from sales of goods without transformation (refer question 35)	044	
21	Subsidies and grants received	045	
22	Insurance claims received: a) Business insurance claims received	046	
	b) Casualty insurance claims received	047	
23	Profit or loss received from any other business in which you have an interest	048	
24	Rent received for the hire of building	049	
25	Income from: a) Rent received from land	050	
	b) Interest received	051	
	c) Dividends received	052	
	d) Royalty received	053	
26	Bad and doubtful debts recovered	054	
27	Exchange gain	055	
28	Gain on sale of fixed assets	056	
29	Receipts from industrial services rendered to others e.g. repairs & maintenance	057	
30	Others (specify).	058	
31	Total other income (044 to 058)	059	
32	VAT charged on goods and services provided	060	
33	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 042+043+059+060)	061	\$

PURCHASES OF MATERIALS DURING THE YEAR

- 34 State in detail the total value of all purchases of materials and supplies for use in the operation of your business
- 35 State in detail expenditure of all materials and related articles purchased for resale during the year.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

- 37-40 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc. should be included.
- 41 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

OTHER EXPENDITURE

- 49 Repairs and maintenance costs paid to other firms covers the total costs of current repair and maintenance service provided by such firms on repairs done on vehicles, building etc. of the establishment. Current repair and maintenance carried out by an ancillary repair and maintenance unit, which has been treated, as an independent establishment should be included.
- 50 Cartage and haulage expense includes payment for the transportation of goods and materials within the country. It excludes cost of transport carried out by your own equipment and employees.
- 52 Contract and commission work done by other establishments on your materials covers payments made by the establishment for contract and commission work done on materials controlled by your establishment.
- 61 a] Include all payments in respect of leased\rented land. If it is not possible to separate payments made for land from building, please include expenditure in Question 59.

PURCHASES OF MATERIALS DURING THE YEAR			VALUE (\$)
34	Expenditure on materials and related articles for use in the business	062	
35	Expenditure on Administrative and Support Service activities during the year (refer question 20)	063	
36	Total (Codes 062 + 063)	064	

FUEL, ELECTRICITY AND WATER

Please state the expenditure incurred on fuel, electricity and water			VALUE (\$)
37	Petrol/Automotive diesel fuel	065	
38	Industrial diesel fuel/Heavy fuel oil	066	
39	Kerosene	067	
40	Liquid petroleum gas	068	
41	Electricity	069	
42	Water	070	
43	Total (Codes 065 to 070)	071	

TRANSPORT OPERATING COST			VALUE (\$)
44	Wheel tax/registration fee and license etc.	072	
45	Third party insurance	073	
46	Comprehensive insurance	074	
47	Others (specify)	075	
48	Total (Codes 072 to 075)	076	

OTHER EXPENDITURE			VALUE (\$)
49	Repairs and maintenance paid for on vehicles, buildings etc. to outside firms	077	
50	Cartage and haulage expenses paid to other firms	078	
51	Travel expenses (e.g management, personal etc.)	079	
52	Value of contract and commission work done	080	
53	Audit, accounting and legal fee	081	
54	Advertising and promotion etc.	082	
55	Bank charges	083	
56	Postage, telephone and telecommunication etc.	084	
57	Office stationery and supplies	085	
58	Management and consultation fee	086	
59	Rent paid for furniture, building, plant and machinery etc.	087	
60	Insurance paid: a] Business insurance	088	
	b] Casualty insurance	089	
61	Expenditure on: a] Rent paid for land	090	
	b] Interest paid	091	
	c] Dividends paid	092	
	d] Royalty paid	093	
62	Bad and doubtful debts written off	094	
63	Business licenses, rates on property paid to central or local government etc.	095	
64	Training and Productivity Authority of Fiji (TPAF) Levy	096	
65	Exchange losses	097	
66	Fixed asset expenses: a] Loss on sale of fixed assets	098	
	b] Depreciation claimed (to agree with question 77(7))	099	
67	All other costs and expenses	100	
68	Total other expenditure (Codes 077 to 100 excluding code 092)	101	

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

69 Please note that the information in respect of employment is for the last pay week in June 2014 but the rest of the question requires data for the appropriate accounting year.

Gross wages and salaries includes overtime, sick and holiday pay, bonuses, payments under piece rate schemes, all allowances, severance and redundancy pay, sales commissions paid to own employees and directors fee etc.

Payment in kind is the cost to the employer for providing employees with housing, transport, clothing, food, drinks, fuels, etc. free of charge or at a reduced rate.

Expatriates are non-Fiji citizens who stayed in Fiji to work.

Working proprietors include all individual proprietors and partners who are actively engaged in the work of the establishment. Silent or inactive partners should be excluded unless they participate actively in the work of the establishment.

Unpaid family workers include persons living in the household of any of the proprietors of the owning establishment and working in the establishment without regular pay for at least a third of the normal working hours of the establishment.

STOCKS

72 a] Finished goods bought for resale: are stocks of goods bought for resale in the same condition as purchased. All trading and capital stocks (stocks intended for resale) should be included

b] Value of materials, fuel supplies and components: are stocks of raw materials not used up in production This should include stocks of materials used by the business in its operations

NET EARNINGS AND TAXES PAID

73 This is the net profit of your establishment\enterprise from the profit and loss account. The following method would enable you to check if all the information from the trading, profit and loss account have been entered onto the questionnaire:

	Income (Code 061 + 127(3))	\$
less	Expenditure (Code 120)	\$
equals	Profit (+)\Loss (-) (Code 130)	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

69		NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO FNPFC ETC	PAYMENT IN KIND
		(1)	(2)	(3)	(4)
a]	Fiji citizens	102			
b]	Expatriates	106			
Total		110			
c]	Working without pay				
	i] Working proprietors	114			
	ii] Unpaid family workers	115			
Total (codes 110(1) +114 +115)		116			
d]	From the total number in employment given in code 116, please state:				
	Total Males	117	Total Females	118	
70	VAT paid on supplies of goods and services			119	
71	GRAND TOTAL OF ALL EXPENDITURE INCURRED (Codes 064 + 071 + 076 + 101 + 110 (2, 3, 4) + 119)			120	\$

STOCKS

72	Please give the value of stocks held by your establishment		VALUE OF STOCKS (\$)		
			OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
a]	Stock of finished goods bought for resale	121			
b]	Materials, fuel, supplies and components	124			
	Total	127			

NET EARNINGS AND TAXES PAID

			Amount (\$)
73	Net profit\loss of your establishment\enterprise. If this does not agree with question 74, please give reasons	130	
74	Taxable income of your establishment\enterprise	131	
75	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	132	
76	Amount of Fiji Income Tax paid\payable by your establishment\enterprise.	133	

FIXED CAPITAL ASSETS

77 Please ensure that: The value given for depreciation should agree with the value given in question 66 [b].

77 (5) Own Account Capital Construction: This is the cost of new fixed assets and additions to existing fixed assets made by the establishments own labour for its own use. Cost should be equivalent to labour costs plus value of materials at cost.

77 (G) Valuables include:

- Entertainment, literacy & artistic originals;
- Precious stones and metals (e.g. diamonds, non-monetary gold, Platinum and silver);
- Other valuables (e.g. jewellery and collector items)
- Antiques & other art objects

FIXED CAPITAL ASSETS

77			VALUE (\$)							
			Opening Book Value	Purchase of new and second hand assets at cost		Land Development & Improvement	Own Account Capital Construction	Sales of Capital Assets	Depreciation	Closing Book Value
				locally	from abroad					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			
A]	Land	134								
B]	Non-Residential Building	142								
	Residential Building	150								
C]	Plant and machinery	158								
D]	Furniture, fixtures and office equipment	166								
	ICT equipment	174								
	Other office Equipment	182								
E]	Transport vehicles and related equipment	190								
F]	Research & Development	198								
G]	Valuables (Antiques, Artistic Originals Precious Metals, etc.)	206								
H]	Others (specify):	214								
	Total	222								

USE OF INTERNET

The main purpose of this question is to collect information on Internet services, including all goods and services ordered on the WWW or by email.

78	Type of goods or services ordered during the year	Total cost	Was payment made online (WWW or by email)			Was this a Fiji web site		
			(1)	(2)	(3)	(4)		
		223	YES		NO	YES		NO
		224	YES		NO	YES		NO
		225	YES		NO	YES		NO
		226	YES		NO	YES		NO
		227	YES		NO	YES		NO
		228	YES		NO	YES		NO
		229	YES		NO	YES		NO

Signature of person completing the questionnaire: _____ Date: _____

Name: _____

Position: _____

Telephone No: _____ Fax No: _____

Email: _____

If Chartered Account in private practice, please place a tick in the box

THANK YOU FOR COMPLETING THE QUESTIONNAIRE